

22 October 1959

MEMORANDUM FOR: Assistant Director, CR

SUBJECT : Possible Improvements in Document Division Operations
during Fiscal Year 1960.

1. As requested the following is a listing of improvements I believe possible in Document Division's operations during FY 1960, and the steps we intend to take in order to put such improvements into effect:

- a. Obtain greater uniformity of indexing (coding) for the Intellofax system and of dissemination:

This will be accomplished in several different ways including:

1. Review by senior coders and disseminators of a larger percentage of the input.
2. Rotation of coders and disseminators between sections on a scheduled basis.
3. Use of an authority file or dictionary (the ADG is presently developing a dictionary which should be completed and available for use within the year.)
4. Use of the revised edition of the Intelligence Subject Code (ISC).
5. Preparation and use of a Coding Manual
6. Refinement of procedures regarding the preparation of abstracts and expansion of titles during the coding process.

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b. Revise procedures to relieve analysts of the more routine duties.

1. Under present procedures document numbers are separately entered on batch sheets by clerks and on dissemination cards and code sheets by analysts. We plan to conduct an experiment to determine what additional clerical time is required to enter the document number on all three forms at the same time and what savings, if any, would be realized by the analysts.
2. The Screening Operation involves separating out and disseminating copies of a large volume of "marginal" and "limited interest" material. Examples are RFE reports and UN documents. The screening and dissemination determinations can be performed by clerks with the aid of specific rules and directions. We will develop these rules and directions and determine if clerks can perform these operations on such material.

c. Revise document handling procedures to obtain greater efficiency:

1. Review Document Division procedures for processing CSLT (single copy enclosure) reports. At present time such reports require a great deal of time for control purposes, for determining microfilmability, and for preparing receipts for outside distribution. In addition these reports are handled on an "expedite" basis through the system. It is believed some savings in manpower might result after study and experimentation.
2. Review entire operation of the Top Secret Control Section and determine whether any changes in procedures are in order.
3. Transfer standard distribution of certain material for
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Officers from Special Section of Analysis Branch to Processing Section of Control Branch.
4. Arrange with CIA Library for centralizing the handling of requests from USIB agencies for additional copies of CIA publications, including NIS and NIE's.
5. Determine in conjunction with the Library if "Flash" reports could be processed in a more efficient manner.
6. Review the efficiency with the Library of typing abbreviated source cards for "Nodex" reports as compared with full bibliographic entries.

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7. If our workload permits, I believe experimentation is in order to determine the best format for listing the dissemination requirements which will enable the disseminators to operate in a more uniform and efficient manner. Some work was done on that last year but was discontinued due to other work of higher priority.

2. We of course must continue to provide support to the Minicard Test Operation, the Committee on Documentation and other staff activities of OCR.

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Chief, Document Division